Mesleki İngilizce - Technical English

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- Notes:
  - In the slides,
    - texts enclosed by curly parenthesis, {…}, are examples.
    - texts enclosed by square parenthesis, […], are explanations related to examples.

PUNCTUATION - Commas

- The comma (,) helps readers understand the writer's meaning and prevents ambiguity.
  - Ambiguous example:
    - {To bear successful managers with MBAs must continue to learn.}
      - [At first glance, this sentence seems to be about "successful managers with MBAs."]
  - Clear example:
    - {To be successful, managers with MBAs must continue to learn.}
      - [The comma makes clear where the main part of the sentence begins.]

PUNCTUATION - Commas

- **Linking Independent Clauses**
  - Use a comma before a coordinating conjunction (and, but, or, nor, and sometimes so, yet, and for) that links independent clauses.
    - {Human beings have always prided themselves on their unique capacity to create and manipulate symbols, but today computers manipulate symbols.}
  - However, if two independent clauses are short and closely related - and there is no danger of confusing the reader - the comma may be omitted.
    - {The cable snapped and the power failed.}
    - {The cable snapped, and the power failed.}

PUNCTUATION - Commas

- **Enclosing Elements**
  - Commas are used to enclose nonrestrictive clauses and phrases and parenthetical elements.
    - {Our new factory, which began operations last month, should add 25 percent to total output.} [nonrestrictive clause]
    - {The accountant, working quickly and efficiently, finished early. [nonrestrictive phrase]
    - {We can, of course, expect their lawyer to call us.} [parenthetical element]
  - Yes and no are set off by commas in such uses as the following:
    - {I agree with you, yes.}
    - {No, I do not think we can finish as soon as we would like.}

PUNCTUATION - Commas

  - A direct address should be enclosed in commas.
    - {You will note, Ali, that the USB connector complies with the specifications.}
  - A phrase in opposition (witch identifies another expression) is enclosed in commas.
    - {Our department, CE, did well this year.}
  - Interrupting parenthetical and transitional words or phrases are usually set off with commas.
    - {The report, it turns out, was incorrect.}
    - {We must wait for the written authorization to arrive, however, before we can begin work on the project.}
  - Commas are omitted when the word or phrase does not interrupt the continuity of thought.
    - {I therefore suggest that we begin construction.}

PUNCTUATION - Commas

- **Introducing Elements**
  - It is generally a good rule of thumb to put a comma after an introductory clause or phrase.
    - Identifying where the introductory element ends helps to indicate where the main part of the sentence begins.
  - Always place comma after a long introductory clause.
    - {Because many rare fossils seem never to occur free from their matrix, it is wise to scan every slab with a hand lens.}
  - A long modifying phrase that precedes the main clause should always be followed by a comma.
    - (During the first series of performance test last year at our lab, the new software failed to meet our expectations.}

PUNCTUATION - Commas

  - When an introductory phrase is short and closely related to the main clause, the comma may be omitted.
    - {In two seconds a temperature of 20 degrees Fahrenheit is created in the test tube.}
  - A comma should always follow an introductory absolute phrase.
    - {The test completed, we organized the data for the final report.}

PUNCTUATION - Commas

- **Words and quotations**
- Certain types of introductory words are followed by comma.
  - One such is a proper noun used in direct address.
    - {Nancy, enclosed is the article you asked me to review.}
  - An introductory interjection (such as, oh, well, why, indeed, yes, no) is followed by comma.
    - {Yes, I will make sure your request is approved.}
    - {Indeed, I will be glad to send you further information.}

PUNCTUATION - Commas

  - A transitional word or phrase like moreover or furthermore is usually followed by a comma to connect the following thought with the preceding clause or sentence.
    - {Moreover, steel can withstand a humidity of 99 percent, provided that there is no chloride or sulfur dioxide in the atmosphere.}
    - {In addition, we can expect a better world market as a result of this move.}
    - {However, we should expect business with Latin America to decline due to the global economic climate.}

PUNCTUATION - Commas

  - When adverbs closely modify the verb or the entire sentence, they should not be followed by a comma.
    - {Perhaps we can still solve the environmental problem.}
    - {Certainly we should try.}
  - Use a comma to separate a direct quotation from its introduction.
    - {Ali and Ela Ak said, "People live in cities but dream of the country side, even though they live in cities.}
  - Do not use a comma when giving an indirect quotation.
    - {Ali and Ela Ak said that people dream of the countryside, even though they live in cities.}

PUNCTUATION - Commas

- **Separating Items in a Series**
  - Although the comma before the last item in a series is sometimes omitted, it is generally clearer to include it.
  - CONFUSING
    - {Random House, Bantam, Doubleday and Dell were individual publishing companies.
      - [Does "Doubleday and Dell" refer to one company or two?}
  - CLEAR
    - {Random House, Bantam, Doubleday, and Dell were individual publishing companies.}

PUNCTUATION - Commas

– Phrases and clauses in coordinate series, like words, are punctuated with commas.
  - {Plants absorb noxious gases, act as receptors of dirt particles, and cleanse the air of the other impurities.}
– When adjectives modifying the same noun can be reversed and make sense, or when they can be separated by and or or, they should be separated by commas.
  - {The drawing was of a modern, sleek, swept-wing airplane.}

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PUNCTUATION - Commas

– When an adjective modifies a phrase, no comma is required.
  - {She was investigating his damaged radar beacon system.}
    - [The adjective damaged modifies the phrase radar beacon system.]
– Never separate a final adjective from its noun.
– INCORRECT
  - {He is a very capable, loyal, trusty, employee.}
– CORRECT
  - {He is a very capable, loyal and trusty employee.}

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PUNCTUATION - Commas

- **Clarifying and Contrasting**
  - If you find you need a comma to prevent misreading when a word is repeated, rewrite the sentence.
  - AWKWARD
    - {The results we had, had surprised us.}
  - IMPROVED
    - {We had been surprised at our results.}
  - Use a comma after an independent clause that is only loosely related to the dependent clause that follows it.
    - {I should be able to finish the report by July, even though I lost time because of illness.}

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PUNCTUATION - Commas

- **Showing Omissions**
  - A comma sometimes replaces a verb in certain elliptical constructions
    - {Some students were admitted, others rejected.}
      - It is better, however, to avoid such constructions in workplace writing.
- **Using with Other Punctuation**
  - Conjunctive adverbs (however, nevertheless, consequently, for example, on the other hand) that join independent clauses are preceded by a semicolon and followed by a comma.

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PUNCTUATION - Commas

– Such adverbs function both as modifiers and as connectives
  - {Your idea is good; however, your format is poor.}
– Use a semicolon to separate phrases or clauses in a series when one or more phrases or clauses contain commas.
  - {Our new courses include note taking, which is indispensable; technical report, which has not been taught before; and listening comprehension, which is vital.}
– Commas always go inside quotation marks.
  - {The operator placed the switch at "normal," which solved the problem.}

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PUNCTUATION - Commas

– When an introductory phrase or clause ends with a parentheses the comma separating the introductory phrase or clause from the rest of the sentence always appears outside the parentheses.
  - {Although we left late (at 7:30 p.m.), we arrived in time for the lecture.}
– Except with abbreviations, a comma should not be used with a period, question mark, exclamation mark, or dash.
  - {"Have you finished the project?," I asked.}
  - {"Have you finished the project?" I asked.}

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PUNCTUATION - Commas

- **Using with Numbers and Names**
- Commas are conventionally used to separate distinct items.
  - Use commas between the elements of an address written on the same line (but not between the state and the zip code.
    - {N Aydın, YTU, EEF, Davutpaşa, Esenler 34220, Istanbul}
  - A date can be written with or without a comma following the year if the date is in the month-day-year format.
    - {July 7, 2002, was the date the project began.}
    - {July 7, 2002 was the date the project began.}

PUNCTUATION - Commas

  - If the date is in the day-month-year-format, as is typical in international correspondence, do not set off the date with commas.
    - {The date was 7 July 2002 that the project began.}
  - Use commas to separate the elements of Arabic numbers.
    - {1,940,200 feet}
  - However, because many countries use the comma as the decimal marker, use spaces or periods rather than commas in international documents.
    - {1 940 200 meters}
    - {1.940.200 meters}

PUNCTUATION - Commas

  - A comma may be substituted for the colon in the salutation of a personal letter.
    - {Dear Elizabeth, }[personal letter]
  - Do not, however, use a comma in a business letter, even if you use the person's first name.
    - {Dear Elizabeth: }[business letter]
  - Use commas to separate the elements of geographical names.
    - {Beypazarı, Ankara, Turkiye}

PUNCTUATION - Commas

  - Use a comma to separate names that are reversed or that are followed by an abbreviation.
    - {Smith, John}
    - {Helen Rogers, Ph.D.}
    - {LMB, Inc.}
  - Use commas to separate certain elements bibliography, footnote, and reference entries.
    - {Hall, Walter P., ed. Handbook of Communication Methods. New York: Stoddard Press, 1999.} [bibliography entry]
    - {[1]Walter P. Hall, ed., Handbook of Communication Methods (New York: Stoddard Press, 1999) 30.} [footnote]

PUNCTUATION - Commas

- **Avoiding Unnecessary Commas**
  - A number of common writing errors involve placing commas where they do not belong.
  - As stated earlier, such errors often occur because writers assume that a pause in a sentence should be indicated by a comma.
  - Be careful not to place a comma between a subject and verb or between a verb and its object.
    - {The cold conditions at the test site in the Artic, made accurate readings difficult.}
    - {She has often said, that one company's failure is another's opportunity.}

PUNCTUATION - Commas

  - Do not use a comma between the elements of a compound subject or a compound predicate consisting of only two elements.
    - {The director of the engineering department, and the supervisor of the quality control section were opposed to the new schedules.}
    - {The engineering director listed five major objections, and asked that the new schedule be reconsidered.}
  - Placing a comma after a coordinating conjunction such as and or but is a common error.
    - {The chairperson formally adjourned the meeting but, the members of the committee continued to argue.}

PUNCTUATION - Commas

– Do not place a comma before the first item or after the last item of a series.
- {The new products we are considering ~~include, calculators, scanners, and cameras.~~}
- {It was a fast, simple, ~~inexpensive, process.~~}

– Do not use a comma to separate a prepositional phrase from the rest of the sentence unnecessarily.
- {We discussed the final ~~report, on the new project.~~}

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PUNCTUATION - Dashes

- The dash (-) can perform all the duties of punctuation:
  – linking,
  – separating,
  – enclosing.
- It is an emphatic mark that is easily overused.
- Use the dash cautiously to indicate more informality, emphasis, or abruptness than the other punctuation marks would show.

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PUNCTUATION - Dashes

– A dash can emphasize a sharp turn in thought.
- {The project will end August 19 - unless the company provides additional funds.}

– A dash can indicate an emphatic pause.
- {The job will be done - after we are under contract.}

– Sometimes, to emphasize contrast, a dash is used with but.
- {We may have produced work more quickly - but the result was not as good.}

– A dash can be used before a final summarizing statement or before repetition that has the effect of an afterthought.
- {It was hot near the ovens - steaming hot.}

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PUNCTUATION - Dashes

– Such a statement may also complete the meaning of the cause preceding the dash.
- {We try to speak as we write - or so we believe.}

– A dash can be used to set off an explanatory or appositive series.
- {Three of the candidates - John Smith, Rosaura Jiménez, and Peter Gordon - seem well qualified for the job.}

– Dashes set off parenthetical elements more sharply end emphatically than commas.

– Unlike dashes, parentheses tend to reduce the importance of what they enclose.

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PUNCTUATION - Dashes

– Compare the following sentences:
- {Only one person - the president - can authorize such activity.}
- {Only one person, the president, can authorize such activity.}
- {Only one person (the president) can authorize such activity.}

– The first word after a dash is never capitalized unless it is a proper noun.

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PUNCTUATION - Exclamation Marks

- The exclamation mark (!) indicates strong feeling
  – The most common use of an exclamation mark is after a word, phrase, clause, or sentence to indicate urgency, elation, or surprise. [elation: great happiness and exhilaration]
    - {Hurry!}
    - {Great!}
    - {Wow!}
  – In technical writing, the exclamation mark is often used in cautions and warnings.
    - {Notice!}
    - {Stop!}
    - {Danger!}

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PUNCTUATION - Exclamation Marks

- – An exclamation mark can be used after a whole sentence or an element of a sentence.
  - {The subject of this meeting - please note well! - is our budget deficit.}
- – An exclamation mark can be used after a title that is an exclamatory word, phrase, or sentence.
  - {" Our International Perspective Must Change!" is an article by Richard Moody.}
- – When used with quotation marks, the exclamation mark goes outside, unless what is quoted is an exclamation.
  - {The manager yelled, "Get in here!" Then Ben, according to Ray, "jumped like a kangaroo"!}

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PUNCTUATION - Hyphens

- The hyphen (-) serves both to link and to separate words.
  - – The hyphen's most common linking function is to join compound words.
    - {Able-bodied}
    - {Self-contained}
    - {Self-esteem}
  - – A hyphen is used to form compound numbers from twenty-one through ninety-nine and fractions when they are written out.
    - {Forty-two}
    - {Three-quarters}

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PUNCTUATION - Hyphens

- **Hyphens Used with Modifiers**
  - – Two-and three-word modifiers that express a single thought are hyphenated when they precede a noun.
    - {It was a well-written report.}
    - {We need a clear-cut decision.}
  - – However, a modifying phrase is not hyphenated when it follows the noun it modifies.
    - {a new laser printer}
  - – If the first word is an adverb ending in –ly, do not use a hyphen.
    - {a newly minted coin}
    - {a badly needed scanner}

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PUNCTUATION - Hyphens

- – A hyphen is always used as part of a letter or number modifier.
  - {5-cent}
  - {9-inch}
  - {A-frame}
  - {H-shaped}
- – In a series of unit modifiers that all have the same term following the hyphen, the term following the hyphen need not be repeated throughout the series; for greater smoothness and brevity, use the term only at the end of the series
  - {The third-, fourth-, and fifth-floor rooms were recently painted.}

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PUNCTUATION - Hyphens

- **Hyphens Used with Prefixes and Suffixes**
  - – A hyphen is used with a prefix when the root word is a proper noun.
    - {pre-Columbian}
    - {anti-American}
    - {post-Newtonian}
  - – A hyphen may be used when the prefix ends and the root word begins with the same vowel.
    - {re-elect}
    - {re-enter}
    - {anti-inflammatory}

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PUNCTUATION - Hyphens

- – A hyphen is used when ex- means "former."
  - {Ex-president}
  - {Ex-spouse}
- – A hyphen may be used to emphasize a prefix.
  - {She was anti-everything.}
- – The suffix –elect is hyphenated.
  - {president-elect}
  - {commissioner-elect}

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PUNCTUATION - Hyphens

- **Hyphens and Clarity**
  - The presence or absence of a hyphen can alter the meaning of a sentence.
  - AMBIGUOUS
    - **{**We need a biological waste management system.**}**
      - [That sentence could mean one of two things:
        (1) We need a system to manage "biological waste,"
        (2) We need a "biological system" to manage waste.]
  - CLEAR
    - **{**We need a biological-waste management system.**}**
    - {We need a biological waste-management system.}

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PUNCTUATION - Hyphens

- To avoid confusion, some words and modifiers should always be hyphenated.
- Some examples:
  - re-cover   recover,
  - re-sent   resent,
  - re-form   reform,
  - re-sign   resign.
  - re-create   recreate
  - …   …

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PUNCTUATION - Hyphens

- **Other Uses of Hyphen**
  - Hyphens should be used between letters showing how a word is spelled.
    - {In his letter, he misspelled believed b-e-l-e-i-v-e-d.}
  - A hyphen can stand for to or through between letters and numbers.
    - {pp. 44-46}
    - {Istanbul-Ankara Motorway}
    - {A-L and M-Z}

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PUNCTUATION - Hyphens

- Hyphens also are used to divide words at the end of a line.
- Most word-processing programs give you the option of automatically hyphenating words at the end of a line according to your default settings.
- To avoid improper end-of-line hyphenation, follow these general guidelines.
  - Do not divide one-syllable words.
  - Divide words at syllable breaks, which you can determine with a dictionary.

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PUNCTUATION - Hyphens

  - Do not divide a word
    - if only one letter would remain at the end of the line
    - if fewer than three letters would start a new line.
  - Do not divide a word at the end of a page.
  - If a word already has a hyphen in its spelling,
    - try to divide the word at the existing hyphen.
  - When dividing Web addresses at the end of a line,
    - try to break the address after a slash.
  - Inserting a hyphen into the address may confuse readers.

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